

## **Student Employment Advisory Committee**

Tuesday 9/18

10:00 - 11:00am

Campus Center 215

### **1. Welcome & Introductions**

1. Jacki introduced herself as Chair, stepping in as a replacement for Amanda-Rae Barboza (leaving the college in Fall 2018)
2. Members introduced themselves
3. Present: Jacki, Nachele, Lisa, Kerri, Pattie, Laura, Jacob, Aaron, Adam, Kurt
4. Absent: Benjamin LeBlanc

### **2. SEAC Purpose & Structure - Nachele**

1. Nachele reviewed the purpose of SEAC and went over the structure of the committee, and the task forces.

### **3. Meeting Schedule discussion - please bring calendars!**

1. Identified 9:30- 10:30am on the 3rd or 4th Wednesday of each month in the fall.

### **4. Updates on committee membership**

#### **1. Replacing 4 members & 2 student reps**

- i. New members are Laura Kigin (medium), Pattie Lydon (small), Kerri Roessner (small) & Kurt Miller (medium -- replacement for Amanda Rae)
- ii. Student rep is Benjamin LeBlanc. 2nd rep is being recruited through MCSG

#### **2. Identifying co-chair & secretary**

- i. Kerri Roessner has agreed to be co-chair, which entails coordinating meeting agenda planning, then serving as Chair in the 2nd year.
- ii. Adam Johnson has agreed to be Secretary (taking & posting minutes to SEAC website)

### **5. Updates from Nachele on commencing 2018-19 Student Employment**

#### **1. First-Year hiring (summer)**

- i. Relatively similar number of students received work study (about 400) despite the larger incoming FY class (621).
- ii. Start of the semester was a bit of a scramble, so Student Employment will implement a new policy. All returning student employees must have a position by the end of the Spring term, by May 13th. It's not that they can't be hired, but active openings will no longer be reserved for work-study students. Non-work-study students can be hired as of May 14th for unfilled positions. The issue was primarily that some work-study students were not being proactive about finding work, despite multiple emails from Student Employment. The deadline is meant to make this group more personally proactive and responsible for finding employment.
- iii. The biggest spike in FY applications was the week of the deadline. The hiring was relatively smoothed over time (about 30 hires per week).
- iv. Laura suggested that Supervisors receive more information from Student Employment regarding when reminders were being sent, because she (and many) AOP's are not full-time in the summer. By not checking email daily, they miss some applicants who get hired quickly.

- v. On average, FY's apply to 4.2 jobs. Most apply to 2-5 jobs, which is what is recommended. 20% apply to only 1, and they tend not to get it and be told to reapply elsewhere.
  - 1. 330 FY's were hired by a dept. or office
  - 2. 43 FY's were placed in a role after the deadline
  - 3. 32 FY's declined WS before starting
    - a. There have been a handful each day who arrived on-campus and declined (quit) within the first 2 weeks.
  - 4. 22 FY's did not respond to any communications and thus were not placed.
- vi. Aaron heard some complaints of those hired for 'barista' not actually being placed in this role in Cafe Mac. Nachele suggested to treat this like a professional development opportunity and to encourage the student to speak with their supervisor.
- vii. Jacob encouraged Nachele & SEAC to consider some kind of remote FY Job Fair so that supervisors can do online recruiting of FY's over the summer. It will be taken under advisement.

## 2. **2018-19 Student Employment Calendar**

- i. Still waiting on firm date for Community Appreciation Lunch
- ii. Official dates for budget requests was moved up, as was spring hiring for the next academic year (based on SEAC's recommendation last year).
- iii. It was clarified that those who are hired for the Academic Year can work past the last day of finals. They are allowed to work in January, so long as they don't go over their award amount in spring.
- iv. It was also clarified that those who are Fall or Spring hires only are entitled to only half of their award (this pertains to study away students)

## 6. **Overview of Task Forces and volunteering for Task Forces**

- 1. Nachele will follow-up about why some supervisors did not receive the invitation to Focus & Forum. Nachele will also submit to the Mac Daily.
- 2. Lisa, Jacob, and Adam gave an overview of the task forces. Then people volunteered for groups.
- 3. Student Learning = Lisa, Kurt, Kerri (Lisa Ray will pull together the first meeting)
- 4. Connecting Supervisors = Jacki, Jacob, Laura (Laura will pull together the first meeting)
- 5. Recognition & Outreach = Aaron, Adam, Patti (Patti will pull together the first meeting)

## 7. **Next steps**

*Next meeting: to be determined*

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## **Committee Roster**

### *Small*

Adam Johnson (3rd year)

Pattie Lydon (1st year)

Kerri Roesner (1st year)

### ***Medium***

Aaron Colhapp (3rd year)

Laura Kigin (1st year)

Kurt Miller (1st year)

Lisa Ray (1st year)

### ***Large***

Jacob Dorer (2nd year)

Jacki Betsworth (3rd year)

### ***Student Representatives***

Benjamin LeBlanc

(second student rep to be determined)

### ***Others***

Nachelle Kaughman, Employment Services, ex-officio

Bob Graf, Employment Services, Advisory Member

Jenae Schmidt, Financial Aid, Advisory Member

### **Task Forces**

#### **Task Force 1: Student Learning & Professional Development (Lisa Ray, new members tbd)**

- Tasked with identifying and attending to ways in which Student Employment might better serve students as a learning and professional development opportunity.
- Seen as a continuation of the ideas that were developed in our 2017-18 Grow at Mac initiative.
- Continuing to develop partnerships with CDC, with New Student Orientation, with supervisors, and possibly could host a student event. An additional research/focus-group project may serve the task-force well, too.

#### **Task Force 2: Connecting Supervisors with Supervisors (Jacki, Jacob, new member tbd)**

- Tasked with identifying and creating programs and resources that connect supervisors with each other, for the main purpose of facilitating information sharing (e.g., best practices, training materials, solutions to common problems).
- In process of coordinating a New Supervisor training (in person or online)
- Coordinating ongoing monthly supervisor training/forum (Focus & Forum).
- Might coordinate additional panel discussions, Soup Chat
- Might want to start a Moodle group (or Google Drive folder) to share resources:
- handbook highlights, job ad language (skills developed, learning outcomes), evaluation forms, 'how to' guides created for student workers (i.e. using pivot tables in Excel), recommendation and reference letters, orientation & training materials, best-practices discussion boards.

#### **Task Force 3: Recognition & Outreach (Adam, Aaron, member tbd)**

##### **Recognition**

- Tasked with coordinating the two large recognition events: SEOTY & SEAW

- Could take on the task of formulating a Supervisor of the Year award or other kinds of supervisor recognition opportunities, particularly to incentivize engagement in supervisors helping other supervisors.

#### Outreach

- Tasked with identifying opportunities to increase faculty involvement with SEAC and to solicit faculty suggestions for student employment.
- Tasked with identifying opportunities for SEAC to better connect with and serve students regarding their Student Employment needs.
- Might want to work on SEAC web presence and campus visibility.
- Might want to consider how SEAC could better serve special populations with unique Student Employment concerns (e.g., RA's, international students, dept. Coordinators who have low contact with "supervisees").

#### **Next Steps for Task Forces:**

- New members determine their area of interest by 9/25 and share with Nachele and Jacki.
- Returning task force members designate a meeting scheduler for each group.
- Task forces meet before October meeting
- Come to next meeting with a sketch of task force action plans for the year, with timelines where appropriate.